

ახალი უმაღლესი სასწავლებელი
ნიუნი



NEW HIGHER EDUCATION INSTITUTE
NEWUNI

INFORMATION TECHNOLOGY DEPARTMENT REGULATION

ახალი უმაღლესი სასწავლებელი – „ნიუნი“

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Article 1. General Provisions

1. The Information Technology Department of New Higher Education Institute - NewUni (hereinafter referred to as the "Department") is a surpotting structural unit of the institution.
2. The Department is guided in its activities by Georgian legislation, the internal regulations of the institution, and the present provision.
3. Within its competence, the Department is accountable to the head of the institution's administration and performs duties assigned by law and by the head of the administration based on the law.

Article 2. Main Goals and Objectives of the Department

1. *The goal of the Department is to:*
 - Create appropriate conditions for the institution's students, administrative, and academic/adjunct staff for learning, work, and scientific research based on the use of information technologies;
 - Plan, maintain, and ensure optimal functioning of the institution's computer network;
 - Develop and expand the information technology infrastructure;
 - Organize and manage computer resource centers;
 - Support personal data protection.
2. *The objectives of the Department are:*
 - a) Student registration;
 - b) Improvement of the student information database;
 - c) Ensuring student information on issues related to the educational process;
 - d) Ensuring military registration for male students;
 - e) Processing incoming correspondence within its competence;
 - f) Maintaining the registry of educational institutions.

Article 3. Structure and Functions of the Department

1. The Department is headed by the Department Head, who is appointed and dismissed by the Rector of the institution in agreement with the Head of Administration.
2. The Department consists of the Head, the Chief Specialist, and the Specialist(s).

3. *The Department Head:*

- a) Determines the priorities of the Department's activities;
- b) Is responsible for the implementation of the defined priorities;
- c) Oversees the work of the Department;
- d) Distributes tasks among the Department staff, provides them with instructions and assignments;
- e) Performs other rights and duties within their competence.

Article 4. Functions of the Department

- a) Creation, management, and systematic updating and expansion of the institution's general computer network, ensuring its security, and carrying out installation and programming work;
- b) Ensuring the smooth operation of the institution's email server;
- c) Constantly updating the institution's official website and assisting the structural units of the institution in creating local and thematic websites;
- d) Ensuring the timely provision of necessary technological equipment to the institution's structural units;
- e) Distribution and control of technological resources within the institution;
- f) Adequate and effective management of information technology risks, ensuring data protection within its competence (including the protection of personal data);
- g) Performing other functions and tasks in line with the strategic goals of the institution.

Article 5. Amendments and Additions to the Regulation

1. Amendments and additions to the regulation are made through a draft of changes and additions prepared by the head of the department, which is approved by the rector of the institution through an order.